File Copy

Rare Book and Manuscript Library

Annual Report 1986-1987

Introduction. The past year, the second full year in the Library's new quarters, has been notable for the consolidation achieved and the improvements made over a wide range of activities, including access, bibliographical control, furnishings, and gifts in kind and in cash. The difficulties that were encountered during the year after the opening of the new quarters have now been largely solved: the balancing of the HVAC system for heating (the cooling system has not yet been refined); the care and waxing of the oak floors; the repair of leaks in the exhibit case area; and the design and purchase of new portable exhibition cases. The Facilities Department has confirmed that the building project has now been declared completed, and that future repairs and problems are to be referred to Maintenance Control.

Other notable activities have included the publication in June by G. K. Hall of the catalog of the Bakhmeteff Archive, entitled Russia in the Twentieth Century, the text and indexes of which were produced entirely from the RLIN AMC tapes; the start of the fifteen-month Seligman cataloging project, funded by the Department of Education's Title II-C grant program; and the redecoration and refurnishing of the library room in the Herbert H. Lehman Suite, funded by the Lehman Foundation (a project scheduled to be completed during summer 1987).

Contributions in cash to the Library continued at a high level: the principal of the Rare Book and Manuscript Library Gift Fund was increased by $3,367, bringing the total in the Fund to $35,988; the Arthur and Henrietta Baron Fund was established with gifts from members of the Baron Family amounting to $2,525, and their committment to increase the fund with annual gifts; the Herman and Aveve Cohen Fund was established with a gift of $10,000 with the promise of additional annual contributions; the Frances Henne Fund received a bequest of $16,000 from her estate, bringing the total in the Fund to $27,271; contributions from individuals to the Furnishings Fund totaled $11,710; the Alan H. Kempner Fund received a contribution of $10,087 from Mrs. Margaret Kempner; the Corliss Lamont Fund received a contribution of $10,000 from Dr. Lamont; the Edith and Herbert Lehman Foundation donated $32,500 for the refurbishing of the Lehman Suite and for the purchase of a computer workstation; and the George D. Woods Fund received a bequest of $91,317 from the late Mrs. Louise T. Woods. The above cash contributions, totaling $177,419, does not include contributions made to the Friends of the Libraries.

Gifts in kind are described in the survey article, "Our Growing Collections," which appears in each issue of Columbia Library Columns. During the past year, there were 155 separate donations of books and manuscripts, comprising 5,668 volumes and 464,861 manuscript items,

among the largest annual gifts recorded. The appraised and estimated value of the gifts totaled $609,846, and included such notable collections as: the Joseph Urban watercolor drawings of set designs for "Showboat," donated by Gretl Urban; the Louise T. Woods bequest of an oil painting by Yves Brayer, "Village Espangnol," and three seventeenth century Mogul paintings; the papers of Joseph Kraft, donated by his widow; a collection of Jean Cocteau first editions, donated by Frances Steegmuller; a collection of the renowned photographs of Rupert Brooke by Sherril Schell, presented by Dr. Dallas Pratt; and the first installment of the library of Dr. Ruth Nanda Anshen.

These gifts, along with significant purchases of letters and manuscripts of Edna St. Vincent Millay, W. D. Howells, and Tennessee Williams, strengthened and extended the research resources of the Library. Of major importance was the agreement with the family of Richard Dannay to acquire the papers documenting the writing and publishing of the notable series of Ellery Queen novels, written by Richard Dannay and Manfred Lee; under the terms of the agreement the Library will purchase part of the collection and receive the remainder as a gift from members of the family. The collection will form the basis for a major exhibition in the spring of 1988.

The Library was the setting for two receptions hosted by the Friends of the Libraries, the opening on December 4, 1986, of the exhibition, "Michel Butor: Text and Graphics," drawn from the collection of Professor Leon Roudiez, and the opening on March 5, 1987, of "Designs for Living: The Decorative Arts of Rockwell Kent", based on the Library's extensive collection as well as on loans from several Kent collectors. M. Butor came from France to attend the opening of the exhibition of his work, and the Library issued a brochure which described and illustrated the Kent exhibition. The annual Bancroft Awards Dinner, hosted by the Friends, was held on April 2 in the Rotunda of Low Memorial Library. The Annual Friends dues appeal letter was mailed on April 6 and the response was most encouraging; the annual financial report of the Friends will be issued in the fall and presented to the Council at its meeting on December 2.

Several other events were held in the Library during the year: a reception for members of the Grolier Club on March 19 to view the Kent exhibition; the University Provost's reception on June 17 for a visiting French delegation, that included the French Minister of Tourism and the Cultural Counsellor to the French Embassy in New York, to celebrate an exchange of French and American students and at which a selection of the Library's French manuscripts were placed on view for the visitors; and a reception at which Dr. Corliss Lamont presented his collection of Sir Julian Huxley letters to the Library, held on June 22, the centenary of the birth of Sir Julian.

Among the staff changes this year was the appointment on May 11 of Lynda Wornom Wright as the Curator of the Lehman Suite. After nearly 36 years as a member of the professional library staff, the last 12 of which he served as Curator of the Columbiana Library, Paul R. Palmer retired on June 30; Hollee Haswell, Librarian of Sleepy Hollow Restorations in Tarrytown, New York, was appointed to succeed him and will assume her duties on or about August 15.--Kenneth A. Lohf, Librarian for Rare Books and Manuscripts.

Rare Book Department. Local bibliographic control of new materials during the year kept apace with the receipt of gifts, and the staff was able to receive, arrange, process, and type preliminary cataloging records for collections including those presented by Walter Bowman, Mr. and Mrs. Dean Braslow, James Oliver Brown, Frank Caldiero, the estate of I. Cyrus Gordon, the widow of Henry Beetle Hough, Dan Burne Jones, Kenneth A. Lohf, Paul R. Palmer, Coleman O.Parsons, and Carol Z. Rothkopf, among others. Since we are up-to-date with gifts received, we have devoted time to projects that we have long considered important, including preparing bibliographic records for the 5,500 volumes of the American Institute of Graphic Arts Collection; at this time, we have completed records for the period 1923-1943.

Other book- related projects completed include the comparison and addition of duplicates from a variety of miscellaneous collections and the preparation or updating of "Finding Aids to Uncataloged Collections," as well as a stack and a vault directory which are essential finding aids for our staff because of the frequent shifting necessitated by our limited space and the constant influx of gift materials. This quarter also marked the completion of the main phase of the reorganization of the Reference Collection, a project that was begun when we moved into the new quarters; a small number of books which were discovered to lack bibliographic records still remain to be bibliographically described. The art in the Donors Room, as well as various other pieces of British art in the backlog, were cataloged.

The desire to utilize the exhibition facilities and materials of the Library continues, and the staff of the Rare Book Department has been engaged during the final quarter of the year in preparing a number of exhibits including "Columbians and the Establishment of the Constitution," "The Montgomery Collection: an Exhibition in Honor of the Centennial of the American Institute of Certified Public Accountants," rare editions and prints from the Alan Kempner Library, several small exhibits for classes sponsored by the Rare Book School, and assistance with the exhibit of Joseph Urban materials to be held at the Cooper-Hewitt Museum in the fall.

The online index to Columbia Library Columns, which was developed over the course of the year, has now reached the point where most of the programming is completed with the exception of the module enabling one to search both author and subject simultaneously; there are also a number of refinements which are desirable but of a lower priority and probably will await development in the future. Work on the index has now shifted to inputting data, and three-quaters of the entries for the period 1951-1971 have been added to the database. A substantial amount of time will be required to index the period 1972 to date before the index will be current. In the future we plan to index issues as they are published and thereby keep the database current.

Preservation activities during the year included the binding or rebinding of 21 rare books and 45 non-rare books; in addition, 76 slip cases and 256 preservation boxes were made for rare books; the Preservation Department repaired or recased 34 books from our collections and matted 61 items; 364 items were put in binders in the department.

For the year, the following statistical information concerning the Rare Book Department should be noted. There were 3,201 reader visits (not including visitors who viewed exhibits or attended receptions in the Library). A total of 12,470 items were circulated, including 3,702 books, 1,900 reference books, 3,728 pieces of ephemera, 426 manuscripts, 1,709 oral history memoirs, and 1,005 microforms. In the area of bibliographic control, the arrearages decreased by 414 to 56,940 volumes. Received in the department were a total of 6,029 volumes including 5,668 volumes received by gift, ca. 159 items transferred from other departments, 10 items received from Gifts and Exchanges, 79 items purchased on departmental funds, and 113 items purchased on non-departmental funds.

Of the volumes received in the department during the year (or from volumes already in the department), 1,705 monograph volumes were cataloged (Note: this figure includes some but not all Seligman titles reported cataloged by the Project since this figure is based on shelflisting statistics and many books counted as cataloged by the Project have yet to be shelflisted); since the number of volumes cataloged includes those cataloged by the Seligman Project, the actual number of volumes cataloged by the regular rare book catalogers has decreased for the sixth consecutive year. In addition, 25 serials were added, 352 volumes were added locally, 68 duplicates were deaccessioned, 4,220 volumes were sent to other departments including Gifts and Exchanges, and 73 volumes were put into collections not to be cataloged. 2,541 preliminary bibliographic records were typed.--Rudolph Ellenbogen, Assistant Librarian for Rare Books.

Manuscript Department. The final quarter of 1986/87 has seen considerable

activity in unpacking, sorting, and processing the unusually large backlog of collections stored in the processing area on stack 12 for the past year. At the end of the spring semester, we completely filled all our GA/BA positions with continuing GA/BAs, several new summer hires, and the loan of a student assistant from the Rare Book Department, all of whom are intelligent, quick at learning new tasks, possess good judgement and most importantly, highly motivated. With this staff assigned to processing, every carton, including several collections which arrived at the end of the quarter were opened, unpacked, and have either been completed or are at various stages along the processing continuum. For example, 167 boxes (approximately 80,000 items) were added to the files of the literary agent, Curtis Brown, Ltd.; the files are on the shelf, except for those of a number of prominent authors whose letters need to be individually cataloged. Likewise, except for the files of a number of individual authors awaiting to be cataloged, the 247 box addition to the Random House Papers (approximately 125,000 items), is on the shelf and the register of holdings completed. The extensive and jumbled editorial files of the International Encyclopedia of the Social Sciences and the Encylopedia of Philosophy were arranged and boxed. To make room for the additions to Curtis Brown and Random House, the staff had to remove all the existing boxes from the shelves, reset the ranges for double shelving and then return the boxes to a more compact arrangement. As projected last quarter, the Helen Erskine Worden, Wilbertine T. Worden, and Luellen T. Bussenius papers, and additions to the Georges Borchardt Literary Agency files and a major addition to the papers of our namesake, George D. Woods, were completed. During the 4th quarter 11 collections (4 new; 7 additions) were received: 2 of the new collections were finished, and 2 will be completed by the fall; of the 7 additions to existing collections, 5 were completed and 2 will be processed next quarter.

This year the Manuscript Department added 513,268 manuscript items to its holdings (including the Bakhmeteff Archive and the Lehman Suite) by gift, transfer, and purchase, increasing the total holdings to 23,316,456 manuscript items. Thirty-four new collections (9 for the Bakhmeteff Archive) were added during the year, increasing the number of collections from 2,022 to 2,056. During the year 334,778 manuscript items were processed (Manuscript Department, 303,122; Bakhmeteff Archive, 30,209; Lehman Suite, 1,447), not including Random House and Curtis Brown additions. Of the total number of manuscripts processed, 6,424 individual letters, manuscripts and documents were cataloged (Manuscript Department, 4,989; Bakhmeteff, 245; Lehman Suite, 1,190)

Readers used 2,358,474 manuscript items last year (Manuscript Department, 2,090,782; Bakhmeteff Archive, 243,666; Lehman Suite, 24,026) and there were 1,227 reader visits (including the Bakhmeteff Archive and Lehman Suite). 30,903 customer photocopy exposures were made (including the Bakhmeteff

Archive and the Lehman Suite). In addition, 5,309 photocopy exposures were made on acid free paper for the Institute of Pacific Relations Preservation Project. Since the project began in the 1985/86 academic year, a total of 10,711 deteriorating carbon copy letters have been replaced by acid free copies.

Lynda Wornom Wright, was appointed Curator of the Lehman Suite and Reference Librarian/Bibliographer, on May 11, after a four month hiatus in that position. Since she had previously worked as the Lehman Suite Assistant and at the Engineering Library, her orientation proceeded quickly due to her familiarity with the Libraries. The emphasis of her orientation and training was on Rare Book and Manuscript reference service, and learning, in detail, the scholarly resources of the Division. Having already been trained in manuscript processing, she began work immediately on the backlog with the rest of our busy staff.

The department faces the new academic year with a sense of accomplishment in reducing the backlog which was endemic since the dislocation of the moving into, and adapting to, the new quarters two and a half years ago. This may be attributed to the various excelerated processing procedures instituted in 1986/87, such as not describing every collection to the folder heading level, where expected demand for use is not immediate, and reducing the number of persons whose letters and manuscripts are individually cataloged; and the use of a processing checklist, indicating each staff member's role in the processing cycle, in conjunction with the in-process list on the department's PC, which keeps track of the progress of each collection. Our goal has been to prepare collections for use as soon as possible to insure that scholar's access to new resources are not delayed due to zeal for excessive attention to details.

During the first quarter of 1987/88, two large collection received at the end of June will be processed: the papers of Henry Beetle Hough, late editor of the Vineyard Gazette in Martha's Vineyard, and the files of the author Alvin Toffler. Hough's papers came in a state of disarray, but a team of student assistants has already begun to sort and arrange the huge corrrespondence files. On the other hand, Toffler's correspondence, manuscripts and research files in eleven four-drawer file cabinets, are well arranged and should lend themselves to speedy processing. We also plan to complete the cataloging of individual authors in the Curtis Brown and Random House Papers.--Bernard R. Crystal, Assistant Librarian for Manuscripts.

Bakhmeteff Archive. During the past year the Bakhmeteff Archive continued to grow through gifts and purchases. Nine new collections were processed

including the papers of Hungarian statesman Imre Kovacs, historian Elizabeth Valkenier, and Russian emigre author Mark Popovsky. Sizable additions were made to eight collections, among them rare ephemera for the Polish Dissident Press Printed Materials and 614 Hungarian plays for the Edmond Pauker Collection of Manuscripts.

In June 1987, Russia in the Twentieth Century: The Catalog of the Bakhmeteff Archive of Russian and East European History and Culture was published by G.K. Hall. This comprehensive catalog makes information on the Archive's holdings easily accessible to scholars throughout the world. It provides a useful reference tool for the Archive staff as well, due to the compact one volume format and easy to use index of names and LC subject headings.

Some 60 readers visited the Archive in person over the past year, and numerous phone and mail requests were received and answered. Research topics covered a broad variety of subjects, but there seemed to be particular interest in the Russian Civil War and Hungarian emigration to the United States. In February a delegation of Soviet archivists visited the Archive as part of a program to promote Soviet-American archival cooperation. To date, there have not been any specific plans for cooperative projects between the Bakhmeteff Archive and Soviet archives. Any proposals which might arise in the future will be discussed by the Archive's Administrative Committee. Educational activities of the Archive last year included talks by the Curator to graduate seminars in Russian literature and Russian archival research.

The last quarter's activites focused on arranging and cataloging additions to the papers of Russian poet Rodion Berezov, as well as the above mentioned Valkenier, Pauker and Polish Dissident Press additions. New collections included the papers of Peter de Daehn, a colonel in the imperial Russian army, and documents from the St. Petersburg Police Department for the year 1813. During the next quarter processing will continue on additions to the papers of Columbia lecturer Elena Mogilat and the former Czechoslovak Minister of Foreign Trade Eugen Loebl. Processing will begin on the papers of Rusian emigre author Georgii Golokhvastov and a manuscript of an English businessman, D.R. Trefusis, which records his observations of life in Soviet Russia in the 1920s. The Slavic Languages Department has given the Archive correspondence of the renowned authority on Slavic linguistics, Roman Jakobson. This will form the basis of a collection of the department's papers, as they intend to contribute additional materials on a regular basis.--Ellen Scaruffi, Curator.

Columbiana Library. The past quarter has been an exceedingly busy one

for the Columbiana Library as we found ourselves deeply involved in aiding various committees and programs connected with the Bicentennial of the 1787 Columbia College Charter programs, including helping with various exhibitions held both on and off campus, a film program held at the Metropolitan Opera House, various articles and features appearing in campus publications, and New York City newspapers. During the quarter, NBC also filmed a program for its network, using the King's College Room as a setting. These events, in addition to the many visitors and researchers working in Columbiana for the bicentennial event and the spring commencement, made for a very active period. Several other groups also increased their use of the collection, such as the Senior Advisor to the President's use of our materials in preparation for the 100th anniversary of the birth of Dwight D. Eisenhower, the School of Library Service research relating to its coming centennial event, and the School of Electrical Engineering preliminary work pertaining to its founding celebration.

As the Librarian officially retired as of June 30, 1987, he has been engaged in finishing as many projects as possible, and in preparing a list of unfinished projects and future goals for his successor. The Librarian has agreed to stay on, part-time, during most of the summer to maintain minimum reference service until the new librarian arrives at the end of August.--Paul R. Palmer, Curator.

Herbert H. Lehman Suite. The fourth quarter of the fiscal year has been marked by staff changes. The undersigned, the Lehman Suite Assistant since September 1985, became the Curator on May 11, 1987. Jennifer Roberts, the new Assistant, began her duties in the Suite on May 18, and has already completed an important project with the James G. McDonald Papers, establishing a photograph series, and identifying and cataloging the letters of significant individuals for inclusion in the both the Suite's card catalog and the manuscript catalog in the Rare Book and Manuscript Library.

The Assistant and the student workers, Rebecca Jaffe during the academic year and Deborah Field during the summer, continued refoldering and searching the Herbert Lehman papers for correspondence to be added to its Special Files. Letters from J. Edgar Hoover, Dashiel Hammett and Cole Porter were among those added this quarter. During the past year, correspondence from Jacob K. Javits, Daniel P. Moynihan, Grayson Kirk, Henry Ford II, Alfred A. Knopf, and Reinhold Niebuhr have been added to the Special Files.

The Assistant prepared an inventory of the Suite's audio-visual equipment, testing the working condition of each piece. Most of the equipment has been in the Suite since its establishment in 1971, and much

of it needs repairing or replacing. Consultation with the Audio-visual Department about the faulty equipment is a priority for the coming year.

During the past year, the Assistant has processed several small manuscript collections for the Rare Book and Manuscript Library. She prepared bibliographic records to be filed in the Rare Book and Manuscript Library catalog for the rare books in the Herbert Lehman collection and for the Overbrook Press pamphlets. The register for the Frank Altschul Papers was completed. Presidential letters wre removed to protective storage from the Paul Baerwald, Frank Altschul, and Overbrook Press collections. Exhibitions in the Conference Room and in Lehman Library with corresponding features in The Record, an article on the Suite in The Columbia Librarian (Winter 1987), along with the 18 classes which have met in the Conference Room during the past year have increased awareness of the Suite throughout the University.

Plans for the next quarter and beyond include the completion of the redecoration of the Study; the purchase of a personal computer for the Suite to improve access to the collections; a new exhibition in the Conference Room; repair or replacement of faulty or outdated audio-visual equipment; bibliographic access in the Rare Book and Manuscript Library to the important correspondence in the Edith Lehman, Charles Poletti, and Paul Baerwald Papers; and continued assignments of small projects from the Rare Book and Manuscript Library.--Lynda Wornom Wright, Curator.

COLUMBIA UNIVERSITY LIBRARIES

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 1986 - JUNE 30, 1987
SUMMARY SHEET: MICROFORMS

	MICROFORM REELS		MICROFICHES		MICROCARDS		MICROPRINTS		ALL MICROFORMS	
	Net Added	6/30/87	Net Added	6/30/87	Net Added	6/30/87	Net Added	6/30/87	Net Added	6/30/87
Humanities & History Division										
Library Service Library*	1	818	215	5,230	-0-	-0-	-0-	-0-	216	6,048
Microform Reading Room **	4,175	112,664	2,536	235,568	-0-	59,776	-0-	318,171	6,711	726,179
Music Library	39	1,037	-0-	846	-0-	3,957	-0-	-0-	39	5,840
Paterno Library	-0-	87	-0-	-0-	-0-	-0-	-0-	-0-	-0-	87
Reference	-0-	119	648	1,134	-0-	-0-	-0-	-0-	648	1,253
TOTAL: HUMANITIES & HISTORY DIV.	4,215	114,725	3,399	242,778	-0-	63,733	-0-	318,171	7,614	739,407
Science and Engineering Division										
Biological Sciences Library	11	6,523	-0-	4,472	-0-	-0-	-0-	-0-	11	6,534
Chemistry Library	-0-	1,317	-0-	2,529	-0-	360	-0-	-0-	-0-	4,206
Engineering Library	127	7,619	16,802	1,191,412	-0-	-0-	-0-	-0-	16,929	1,199,031
Geology Library	-0-	42	-0-	530	-0-	14	-0-	-0-	-0-	586
Geoscience (Lamont) Library	-0-	558	697	13,693	-0-	5,153	-0-	-0-	697	19,404
Mathematics Library	-0-	167	-0-	153	-0-	-0-	-0-	-0-	-0-	320
Physics Library	-0-	978	-0-	62	-0-	316	-0-	-0-	-0-	1,356
Psychology Library	27	212	-0-	2,773	-0-	-0-	-0-	-0-	27	2,985
Science Library	2	485	-0-	-0-	-0-	-0-	-0-	-0-	2	485
TOTAL: SCIENCE & ENGINEERING DIV.	167	13,440	17,499	1,215,624	-0-	5,843	-0-	-0-	17,666	1,234,907
Social Science Division										
Business Library	50	4,588	38,988	493,116	-0-	43,122	-0-	-0-	39,038	540,826
Documents Service Center	16	1,215	27,582	385,691	-0-	-0-	-0-	185,140	27,598	572,046
Journalism Library	80	1,634	-0-	224	-0-	-0-	-0-	-0-	80	1,858
Lehman Library	670	19,093	50	129,351	-0-	1,235	-0-	-0-	720	149,679
Social Work Library	2	53	-0-	3,275	-0-	-0-	-0-	-0-	2	3,328
TOTAL: SOCIAL SCIENCE DIV.	818	26,583	66,620	1,011,657	-0-	44,357	-0-	185,140	67,438	1,267,737
Distinctive Collections	34	1,178	471	9,592	-0-	-0-	-0-	-0-	505	10,770
Avery Library										
Fine Arts Library	-0-	85	-0-	2,702	-0-	-0-	-0-	-0-	-0-	2,787
East Asian Library	538	11,564	-0-	5,957	-0-	-0-	-0-	-0-	538	17,521
Health Sciences Library	-0-	72	1,577	9,812	-0-	-0-	-0-	669	1,577	10,553
Law Library	254	10,316	38,607	177,586	-0-	50,301	-0-	-0-	38,861	238,203
Rare Book & Manuscript Lib.	18	830	-0-	-0-	-0-	-0-	-0-	-0-	18	830
Columbiana	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
TOTAL: DISTINCTIVE COLLECTIONS	844	24,045	40,655	205,649	-0-	50,301	-0-	669	41,499	280,664
TOTAL CHANGE IN SIZE OF COLLECTIONS:	6,044	178,793	128,173	2,675,708	-0-	164,234	-0-	503,980	134,217	3,522,715

*Includes Graphic Arts Collection holdings.
**Includes General Reference and General Library holdings.

COLUMBIA UNIVERSITY LIBRARIES

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 1986 TO JUNE 30, 1987

SUMMARY SHEET: STANDARD PRINTED MATERIALS

	July 1, 1986	Total Added	Total Withdrawn	Net Change	June 30, 1987
Humanities and History Division					
Butler Library					
Central Stacks*	1,539,159	24,610	6,738	17,872	1,557,031
Graphic Arts Collection	14,580	191	362	- 171	14,409
Instructional Library					
Burgess-Carpenter Library	158,123	6,922	5,256	1,666	159,789
College Library	45,940	13	1,358	- 1,345	44,595
Philosophy Library	14,668	110	138	- 28	14,640
Library Service Library	99,616	2,010	2,641	- 631	98,985
Music Library	56,234	1,131	189	942	57,176
Paterno Library	20,783	493	54	439	21,222
Reference Collection	42,487	2,415	622	1,793	44,280
Microform Reading Room	138	15	1	14	152
TOTAL: HUMANITIES & HISTORY DIV.	1,991,728	37,910	17,359	20,551	2,012,279
Science and Engineering Division					
Biological Sciences Library	43,518	1,378	148	1,230	44,748
Chemistry Library	37,703	1,178	190	988	38,691
Engineering Library	185,745	3,123	136	2,987	188,732
Geology Library	84,100	956	23	933	85,033
Geoscience (Lamont) Library	24,075	473	2	471	24,546
Mathematics Library	28,073	1,001	51	950	29,023
Physics Library	26,310	1,218	138	1,080	27,390
Psychology Library	29,290	1,019	188	831	30,121
Science Library	72,406	569	91	478	72,884
TOTAL: SCIENCE & ENGINEERING DIV.	531,220	10,915	967	9,948	541,168
Social Science Division					
Business Library	348,192	5,475	196	5,279	353,471
Documents Service Center	70,568	12,348	8,464	3,884	74,452
Journalism Library	14,677	237	78	159	14,836
Lehman Library	228,100	9,989	81	9,908	238,008
Social Work Library	126,190	2,291	24	2,267	128,457
TOTAL: SOCIAL SCIENCE DIVISION	787,727	30,340	8,843	21,497	809,224
Distinctive Collections					
Avery Library	134,220	2,061	59	2,002	136,222
Fine Arts Library	79,438	1,814	29	1,785	81,223
Ware Library	9,034	219	68	151	9,185
East Asian Library	493,049	12,498	649	11,849	504,898
Health Sciences Library	405,847	9,239	828	8,411	414,258
Law and International Law Library	692,808	12,027	18,268	- 6,241	686,567
Rare Book and Manuscript Library	400,207	2,153	30	2,123	402,330
Columbiana	26,441	1,106	1	1,105	27,546
TOTAL: DISTINCTIVE COLLECTIONS	2,241,044	41,117	19,932	21,185	2,262,229
TOTAL CHANGE IN SIZE OF COLLECTIONS:	5,551,719	120,282	47,101	73,181	5,624,900

COLUMBIA UNIVERSITY LIBRARIES

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 1986 - JUNE 30, 1987
SUMMARY SHEET: MICROFORMS

	MICROFORM REELS		MICROFICHES		MICROCARDS		MICROPRINTS		ALL MICROFORMS	
	Net Added	6/30/87	Net Added	6/30/87	Net Added	6/30/87	Net Added	6/30/87	Net Added	6/30/87
Humanities & History Division										
Library Service Library*	1	818	215	5,230	-0-	-0-	-0-	-0-	216	6,048
Microform Reading Room **	4,175	112,664	2,536	235,568	-0-	59,776	-0-	318,171	6,711	726,179
Music Library	39	1,037	-0-	846	-0-	3,957	-0-	-0-	39	5,840
Paterno Library	-0-	87	-0-	-0-	-0-	-0-	-0-	-0-	-0-	87
Reference	-0-	119	648	1,134	-0-	-0-	-0-	-0-	648	1,253
TOTAL: HUMANITIES & HISTORY DIV.	4,215	114,725	3,399	242,778	-0-	63,733	-0-	318,171	7,614	739,407
Science and Engineering Division										
Biological Sciences Library	11	6,523	-0-	4,472	-0-	-0-	-0-	-0-	11	6,534
Chemistry Library	-0-	1,317	-0-	2,529	-0-	360	-0-	-0-	-0-	4,206
Engineering Library	127	7,619	16,802	1,191,412	-0-	-0-	-0-	-0-	16,929	1,199,031
Geology Library	-0-	42	-0-	530	-0-	14	-0-	-0-	-0-	586
Geoscience (Lamont) Library	-0-	558	697	13,693	-0-	5,153	-0-	-0-	697	19,404
Mathematics Library	-0-	167	-0-	153	-0-	-0-	-0-	-0-	-0-	320
Physics Library	-0-	978	-0-	62	-0-	316	-0-	-0-	-0-	1,356
Psychology Library	27	212	-0-	2,773	-0-	-0-	-0-	-0-	27	2,985
Science Library	2	485	-0-	-0-	-0-	-0-	-0-	-0-	2	485
TOTAL: SCIENCE & ENGINEERING DIV.	167	13,440	17,499	1,215,624	-0-	5,843	-0-	-0-	17,066	1,234,907
Social Science Division										
Business Library	50	4,588	38,988	493,116	-0-	43,122	-0-	-0-	39,038	540,826
Documents Service Center	16	1,215	27,582	385,691	-0-	-0-	-0-	185,140	27,598	572,046
Journalism Library	80	1,634	-0-	224	-0-	-0-	-0-	-0-	80	1,858
Lehman Library	670	19,093	50	129,351	-0-	1,235	-0-	-0-	720	149,679
Social Work Library	2	53	-0-	3,275	-0-	-0-	-0-	-0-	2	3,328
TOTAL: SOCIAL SCIENCE DIV.	818	26,583	66,620	1,011,657	-0-	44,357	-0-	185,140	67,438	1,267,737
Distinctive Collections										
Avery Library	34	1,178	471	9,592	-0-	-0-	-0-	-0-	505	10,770
Fine Arts Library	-0-	85	-0-	2,702	-0-	-0-	-0-	-0-	-0-	2,787
East Asian Library	538	11,564	-0-	5,957	-0-	-0-	-0-	-0-	538	17,521
Health Sciences Library	-0-	72	1,577	9,812	-0-	-0-	-0-	669	1,577	10,553
Law Library	254	10,316	38,607	177,586	-0-	50,301	-0-	-0-	38,861	238,203
Rare Book & Manuscript Lib.	18	830	-0-	-0-	-0-	-0-	-0-	-0-	18	830
Columbiana	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
TOTAL: DISTINCTIVE COLLECTIONS	844	24,045	40,655	205,649	-0-	50,301	-0-	669	41,499	280,664
TOTAL CHANGE IN SIZE OF COLLECTIONS:	6,044	178,793	128,173	2,675,708	-0-	164,234	-0-	503,980	134,217	3,522,715

*Includes Graphic Arts Collection holdings.
**Includes General Reference and General Library holdings.

CIRCULATION

1986/87

DIVISION	CIRCULATION	RESERVE CIRCULATION	TOTAL
H&H			
Burgess	43,818	n/a	43,818
Butler Circulation	174,801	n/a	174,801
College/Philosophy	5,582	114,097	119,679
Library Service	6,074	19,393	25,467
Microform Reading Room	n/a	30,917	30,917
Music	9,882	24,767	34,649
Paterno	754	1,536	2,290
Reference	n/a	9,125	9,125
TOTAL	240,911	199,835	440,746
Science			
Biology	3,024	9,100	12,124
Chemistry	3,120	3,992	7,112
Engineering	24,009	19,128	43,137
Geology	1,834	1,311	3,145
Geoscience	2,180	109	2,289
Math	9,820	6,277	16,097
Physics	5,869	5,564	11,433
Psychology	6,457	11,734	18,191
TOTAL	56,313	57,215	113,528
Social Science			
Business	22,753	61,800	84,553
Journalism	698	11,682	12,380
Lehman/Social Work	51,189	92,933	144,122
TOTAL	74,640	166,415	241,055
Distinctive Collections			
Avery	33,894	43,733	77,627
East Asian	26,185	33,495	59,680
Health Sciences	25,775	50,582	76,357
Law	15,841	10,007	25,848
Rare Books	n/a	n/a	n/a
TOTAL	101,695	137,817	239,512
GRAND TOTAL	473,559	561,282	1,034,841

GIFTS

July 1986 -- June 1987

Month	No. of Donations	Vols.	Mss.	Total Value	of which this is value of Friends donations	
July	6	85	11,856	$30,039	—	
August	12	6	57,440	$36,600	$13,525	
September	13	1,294	50,665	$43,614	$14,564	
3 month totals	31	1,385	119,961	$110,253	$28,089	
October	13	106	63,202	$62,500	$7,850	
November	17	300	1,826	$19,442	$15,692	
December	29	677	6,046	$98,808	$37,673	
3 mo. totals - 59		1083	71,074	$180,250	$80,615	
6 mo. totals - 90		2468	191,035	$290,503	$108,704	
January	6	2	1,015	$53,650	$28,075	
February	11	176	3,776	$36,010	$14,475	
March	9	18	96	$1,445	$1,370	
3 mo. totals 26		196	3,887	$91,105	$43,920	
9 mo. totals 116		2,664	194,922	$381,608	$152,624	
April	16	115	5,584	$13,693	$6,168	
May	11	852	47,635	$61,145	$25,570	
June	12	4	216,720	$153,400	$55,500	
3 mo. totals	39	971	269,939	$228,238	$87,238	
12 mo. totals	155	3,635	464,861	$609,846	$239,862	

2,033 (Gordon/Lmorlan pamphlets)

5,668

File Copy

KAL

Rare Book and Manuscript Library

Annual Report 1986-1987

Introduction. The past year, the second full year in the Library's new quarters, has been notable for the consolidation achieved and the improvements made over a wide range of activities, including access, bibliographical control, furnishings, and gifts in kind and in cash. The difficulties that were encountered during the year after the opening of the new quarters have now been largely solved: the balancing of the HVAC system for heating (the cooling system has not yet been refined); the care and waxing of the oak floors; the repair of leaks in the exhibit case area; and the design and purchase of new portable exhibition cases. The Facilities Department has confirmed that the building project has now been declared completed, and that future repairs and problems are to be referred to Maintenance Control.

Other notable activities have included the publication in June by G. K. Hall of the catalog of the Bakhmeteff Archive, entitled Russia in the Twentieth Century, the text and indexes of which were produced entirely from the RLIN AMC tapes; the start of the fifteen-month Seligman cataloging project, funded by the Department of Education's Title II-C grant program; and the redecoration and refurnishing of the library room in the Herbert H. Lehman Suite, funded by the Lehman Foundation (a project scheduled to be completed during summer 1987).

Contributions in cash to the Library continued at a high level: the principal of the Rare Book and Manuscript Library Gift Fund was increased by $3,367, bringing the total in the Fund to $35,988; the Arthur and Henrietta Baron Fund was established with gifts from members of the Baron Family amounting to $2,525, and their committment to increase the fund with annual gifts; the Herman and Aveve Cohen Fund was established with a gift of $10,000 with the promise of additional annual contributions; the Frances Henne Fund received a bequest of $16,000 from her estate, bringing the total in the Fund to $27,271; contributions from individuals to the Furnishings Fund totaled $11,710; the Alan H. Kempner Fund received a contribution of $10,087 from Mrs. Margaret Kempner; the Corliss Lamont Fund received a contribution of $10,000 from Dr. Lamont; the Edith and Herbert Lehman Foundation donated $32,500 for the refurbishing of the Lehman Suite and for the purchase of a computer workstation; and the George D. Woods Fund received a bequest of $91,317 from the late Mrs. Louise T. Woods. The above cash contributions, totaling $177,419, does not include contributions made to the Friends of the Libraries.

Gifts in kind are described in the survey article, "Our Growing Collections," which appears in each issue of Columbia Library Columns. During the past year, there were 155 separate donations of books and manuscripts, comprising 5,668 volumes and 464,861 manuscript items,

among the largest annual gifts recorded. The appraised and estimated value of the gifts totaled $609,846, and included such notable collections as: the Joseph Urban watercolor drawings of set designs for "Showboat," donated by Gretl Urban; the Louise T. Woods bequest of an oil painting by Yves Brayer, "Village Espangnol," and three seventeenth century Mogul paintings; the papers of Joseph Kraft, donated by his widow; a collection of Jean Cocteau first editions, donated by Frances Steegmuller; a collection of the renowned photographs of Rupert Brooke by Sherril Schell, presented by Dr. Dallas Pratt; and the first installment of the library of Dr. Ruth Nanda Anshen.

These gifts, along with significant purchases of letters and manuscripts of Edna St. Vincent Millay, W. D. Howells, and Tennessee Williams, strengthened and extended the research resources of the Library. Of major importance was the agreement with the family of Richard Dannay to acquire the papers documenting the writing and publishing of the notable series of Ellery Queen novels, written by Richard Dannay and Manfred Lee; under the terms of the agreement the Library will purchase part of the collection and receive the remainder as a gift from members of the family. The collection will form the basis for a major exhibition in the spring of 1988.

The Library was the setting for two receptions hosted by the Friends of the Libraries, the opening on December 4, 1986, of the exhibition, "Michel Butor: Text and Graphics," drawn from the collection of Professor Leon Roudiez, and the opening on March 5, 1987, of "Designs for Living: The Decorative Arts of Rockwell Kent", based on the Library's extensive collection as well as on loans from several Kent collectors. M. Butor came from France to attend the opening of the exhibition of his work, and the Library issued a brochure which described and illustrated the Kent exhibition. The annual Bancroft Awards Dinner, hosted by the Friends, was held on April 2 in the Rotunda of Low Memorial Library. The Annual Friends dues appeal letter was mailed on April 6 and the response was most encouraging; the annual financial report of the Friends will be issued in the fall and presented to the Council at its meeting on December 2.

Several other events were held in the Library during the year: a reception for members of the Grolier Club on March 19 to view the Kent exhibition; the University Provost's reception on June 17 for a visiting French delegation, that included the French Minister of Tourism and the Cultural Counsellor to the French Embassy in New York, to celebrate an exchange of French and American students and at which a selection of the Library's French manuscripts were placed on view for the visitors; and a reception at which Dr. Corliss Lamont presented his collection of Sir Julian Huxley letters to the Library, held on June 22, the centenary of the birth of Sir Julian.

Among the staff changes this year was the appointment on May 11 of Lynda Wornom Wright as the Curator of the Lehman Suite. After nearly 36 years as a member of the professional library staff, the last 12 of which he served as Curator of the Columbiana Library, Paul R. Palmer retired on June 30; Hollee Haswell, Librarian of Sleepy Hollow Restorations in Tarrytown, New York, was appointed to succeed him and will assume her duties on or about August 15.--Kenneth A. Lohf, Librarian for Rare Books and Manuscripts.

Rare Book Department. Local bibliographic control of new materials during the year kept apace with the receipt of gifts, and the staff was able to receive, arrange, process, and type preliminary cataloging records for collections including those presented by Walter Bowman, Mr. and Mrs. Dean Braslow, James Oliver Brown, Frank Caldiero, the estate of I. Cyrus Gordon, the widow of Henry Beetle Hough, Dan Burne Jones, Kenneth A. Lohf, Paul R. Palmer, Coleman O.Parsons, and Carol Z. Rothkopf, among others. Since we are up-to-date with gifts received, we have devoted time to projects that we have long considered important, including preparing bibliographic records for the 5,500 volumes of the American Institute of Graphic Arts Collection; at this time, we have completed records for the period 1923-1943.

Other book- related projects completed include the comparison and addition of duplicates from a variety of miscellaneous collections and the preparation or updating of "Finding Aids to Uncataloged Collections," as well as a stack and a vault directory which are essential finding aids for our staff because of the frequent shifting necessitated by our limited space and the constant influx of gift materials. This quarter also marked the completion of the main phase of the reorganization of the Reference Collection, a project that was begun when we moved into the new quarters; a small number of books which were discovered to lack bibliographic records still remain to be bibliographically described. The art in the Donors Room, as well as various other pieces of British art in the backlog, were cataloged.

The desire to utilize the exhibition facilities and materials of the Library continues, and the staff of the Rare Book Department has been engaged during the final quarter of the year in preparing a number of exhibits including "Columbians and the Establishment of the Constitution," "The Montgomery Collection: an Exhibition in Honor of the Centennial of the American Institute of Certified Public Accountants," rare editions and prints from the Alan Kempner Library, several small exhibits for classes sponsored by the Rare Book School, and assistance with the exhibit of Joseph Urban materials to be held at the Cooper-Hewitt Museum in the fall.

The online index to Columbia Library Columns, which was developed over the course of the year, has now reached the point where most of the programming is completed with the exception of the module enabling one to search both author and subject simultaneously; there are also a number of refinements which are desirable but of a lower priority and probably will await development in the future. Work on the index has now shifted to inputting data, and three-quaters of the entries for the period 1951-1971 have been added to the database. A substantial amount of time will be required to index the period 1972 to date before the index will be current. In the future we plan to index issues as they are published and thereby keep the database current.

Preservation activities during the year included the binding or rebinding of 21 rare books and 45 non-rare books; in addition, 76 slip cases and 256 preservation boxes were made for rare books; the Preservation Department repaired or recased 34 books from our collections and matted 61 items; 364 items were put in binders in the department.

For the year, the following statistical information concerning the Rare Book Department should be noted. There were 3,201 reader visits (not including visitors who viewed exhibits or attended receptions in the Library). A total of 12,470 items were circulated, including 3,702 books, 1,900 reference books, 3,728 pieces of ephemera, 426 manuscripts, 1,709 oral history memoirs, and 1,005 microforms. In the area of bibliographic control, the arrearages decreased by 414 to 56,940 volumes. Received in the department were a total of 6,029 volumes including 5,668 volumes received by gift, ca. 159 items transferred from other departments, 10 items received from Gifts and Exchanges, 79 items purchased on departmental funds, and 113 items purchased on non-departmental funds.

Of the volumes received in the department during the year (or from volumes already in the department), 1,705 monograph volumes were cataloged (Note: this figure includes some but not all Seligman titles reported cataloged by the Project since this figure is based on shelflisting statistics and many books counted as cataloged by the Project have yet to be shelflisted); since the number of volumes cataloged includes those cataloged by the Seligman Project, the actual number of volumes cataloged by the regular rare book catalogers has decreased for the sixth consecutive year. In addition, 25 serials were added, 352 volumes were added locally, 68 duplicates were deaccessioned, 4,220 volumes were sent to other departments including Gifts and Exchanges, and 73 volumes were put into collections not to be cataloged. 2,541 preliminary bibliographic records were typed.--Rudolph Ellenbogen, Assistant Librarian for Rare Books.

Manuscript Department. The final quarter of 1986/87 has seen considerable

activity in unpacking, sorting, and processing the unusually large backlog of collections stored in the processing area on stack 12 for the past year. At the end of the spring semester, we completely filled all our GA/BA positions with continuing GA/BAs, several new summer hires, and the loan of a student assistant from the Rare Book Department, all of whom are intelligent, quick at learning new tasks, possess good judgement and most importantly, highly motivated. With this staff assigned to processing, every carton, including several collections which arrived at the end of the quarter were opened, unpacked, and have either been completed or are at various stages along the processing continuum. For example, 167 boxes (approximately 80,000 items) were added to the files of the literary agent, Curtis Brown, Ltd.; the files are on the shelf, except for those of a number of prominent authors whose letters need to be individually cataloged. Likewise, except for the files of a number of individual authors awaiting to be cataloged, the 247 box addition to the Random House Papers (approximately 125,000 items), is on the shelf and the register of holdings completed. The extensive and jumbled editorial files of the International Encyclopedia of the Social Sciences and the Encylopedia of Philosophy were arranged and boxed. To make room for the additions to Curtis Brown and Random House, the staff had to remove all the existing boxes from the shelves, reset the ranges for double shelving and then return the boxes to a more compact arrangement. As projected last quarter, the Helen Erskine Worden, Wilbertine T. Worden, and Luellen T. Bussenius papers, and additions to the Georges Borchardt Literary Agency files and a major addition to the papers of our namesake, George D. Woods, were completed. During the 4th quarter 11 collections (4 new; 7 additions) were received: 2 of the new collections were finished, and 2 will be completed by the fall; of the 7 additions to existing collections, 5 were completed and 2 will be processed next quarter.

This year the Manuscript Department added 513,268 manuscript items to its holdings (including the Bakhmeteff Archive and the Lehman Suite) by gift, transfer, and purchase, increasing the total holdings to 23,316,456 manuscript items. Thirty-four new collections (9 for the Bakhmeteff Archive) were added during the year, increasing the number of collections from 2,022 to 2,056. During the year 334,778 manuscript items were processed (Manuscript Department, 303,122; Bakhmeteff Archive, 30,209; Lehman Suite, 1,447), not including Random House and Curtis Brown additions. Of the total number of manuscripts processed, 6,424 individual letters, manuscripts and documents were cataloged (Manuscript Department, 4,989; Bakhmeteff, 245; Lehman Suite, 1,190)

Readers used 2,358,474 manuscript items last year (Manuscript Department, 2,090,782; Bakhmeteff Archive, 243,666; Lehman Suite, 24,026) and there were 1,227 reader visits (including the Bakhmeteff Archive and Lehman Suite). 30,903 customer photocopy exposures were made (including the Bakhmeteff

Archive and the Lehman Suite). In addition, 5,309 photocopy exposures were made on acid free paper for the Institute of Pacific Relations Preservation Project. Since the project began in the 1985/86 academic year, a total of 10,711 deteriorating carbon copy letters have been replaced by acid free copies.

Lynda Wornom Wright, was appointed Curator of the Lehman Suite and Reference Librarian/Bibliographer, on May 11, after a four month hiatus in that position. Since she had previously worked as the Lehman Suite Assistant and at the Engineering Library, her orientation proceeded quickly due to her familiarity with the Libraries. The emphasis of her orientation and training was on Rare Book and Manuscript reference service, and learning, in detail, the scholarly resources of the Division. Having already been trained in manuscript processing, she began work immediately on the backlog with the rest of our busy staff.

The department faces the new academic year with a sense of accomplishment in reducing the backlog which was endemic since the dislocation of the moving into, and adapting to, the new quarters two and a half years ago. This may be attributed to the various excelerated processing procedures instituted in 1986/87, such as not describing every collection to the folder heading level, where expected demand for use is not immediate, and reducing the number of persons whose letters and manuscripts are individually cataloged; and the use of a processing checklist, indicating each staff member's role in the processing cycle, in conjunction with the in-process list on the department's PC, which keeps track of the progress of each collection. Our goal has been to prepare collections for use as soon as possible to insure that scholar's access to new resources are not delayed due to zeal for excessive attention to details.

During the first quarter of 1987/88, two large collection received at the end of June will be processed: the papers of Henry Beetle Hough, late editor of the Vineyard Gazette in Martha's Vineyard, and the files of the author Alvin Toffler. Hough's papers came in a state of disarray, but a team of student assistants has already begun to sort and arrange the huge corrrespondence files. On the other hand, Toffler's correspondence, manuscripts and research files in eleven four-drawer file cabinets, are well arranged and should lend themselves to speedy processing. We also plan to complete the cataloging of individual authors in the Curtis Brown and Random House Papers.--Bernard R. Crystal, Assistant Librarian for Manuscripts.

Bakhmeteff Archive. During the past year the Bakhmeteff Archive continued to grow through gifts and purchases. Nine new collections were processed

including the papers of Hungarian statesman Imre Kovacs, historian Elizabeth Valkenier, and Russian emigre author Mark Popovsky. Sizable additions were made to eight collections, among them rare ephemera for the Polish Dissident Press Printed Materials and 614 Hungarian plays for the Edmond Pauker Collection of Manuscripts.

In June 1987, Russia in the Twentieth Century: The Catalog of the Bakhmeteff Archive of Russian and East European History and Culture was published by G.K. Hall. This comprehensive catalog makes information on the Archive's holdings easily accessible to scholars throughout the world. It provides a useful reference tool for the Archive staff as well, due to the compact one volume format and easy to use index of names and LC subject headings.

Some 60 readers visited the Archive in person over the past year, and numerous phone and mail requests were received and answered. Research topics covered a broad variety of subjects, but there seemed to be particular interest in the Russian Civil War and Hungarian emigration to the United States. In February a delegation of Soviet archivists visited the Archive as part of a program to promote Soviet-American archival cooperation. To date, there have not been any specific plans for cooperative projects between the Bakhmeteff Archive and Soviet archives. Any proposals which might arise in the future will be discussed by the Archive's Administrative Committee. Educational activities of the Archive last year included talks by the Curator to graduate seminars in Russian literature and Russian archival research.

The last quarter's activites focused on arranging and cataloging additions to the papers of Russian poet Rodion Berezov, as well as the above mentioned Valkenier, Pauker and Polish Dissident Press additions. New collections included the papers of Peter de Daehn, a colonel in the imperial Russian army, and documents from the St. Petersburg Police Department for the year 1813. During the next quarter processing will continue on additions to the papers of Columbia lecturer Elena Mogilat and the former Czechoslovak Minister of Foreign Trade Eugen Loebl. Processing will begin on the papers of Rusian emigre author Georgii Golokhvastov and a manuscript of an English businessman, D.R. Trefusis, which records his observations of life in Soviet Russia in the 1920s. The Slavic Languages Department has given the Archive correspondence of the renowned authority on Slavic linguistics, Roman Jakobson. This will form the basis of a collection of the department's papers, as they intend to contribute additional materials on a regular basis.--Ellen Scaruffi, Curator.

Columbiana Library. The past quarter has been an exceedingly busy one

for the Columbiana Library as we found ourselves deeply involved in aiding various committees and programs connected with the Bicentennial of the 1787 Columbia College Charter programs, including helping with various exhibitions held both on and off campus, a film program held at the Metropolitan Opera House, various articles and features appearing in campus publications, and New York City newspapers. During the quarter, NBC also filmed a program for its network, using the King's College Room as a setting. These events, in addition to the many visitors and researchers working in Columbiana for the bicentennial event and the spring commencement, made for a very active period. Several other groups also increased their use of the collection, such as the Senior Advisor to the President's use of our materials in preparation for the 100th anniversary of the birth of Dwight D. Eisenhower, the School of Library Service research relating to its coming centennial event, and the School of Electrical Engineering preliminary work pertaining to its founding celebration.

As the Librarian officially retired as of June 30, 1987, he has been engaged in finishing as many projects as possible, and in preparing a list of unfinished projects and future goals for his successor. The Librarian has agreed to stay on, part-time, during most of the summer to maintain minimum reference service until the new librarian arrives at the end of August.--Paul R. Palmer, Curator.

Herbert H. Lehman Suite. The fourth quarter of the fiscal year has been marked by staff changes. The undersigned, the Lehman Suite Assistant since September 1985, became the Curator on May 11, 1987. Jennifer Roberts, the new Assistant, began her duties in the Suite on May 18, and has already completed an important project with the James G. McDonald Papers, establishing a photograph series, and identifying and cataloging the letters of significant individuals for inclusion in the both the Suite's card catalog and the manuscript catalog in the Rare Book and Manuscript Library.

The Assistant and the student workers, Rebecca Jaffe during the academic year and Deborah Field during the summer, continued refoldering and searching the Herbert Lehman papers for correspondence to be added to its Special Files. Letters from J. Edgar Hoover, Dashiel Hammett and Cole Porter were among those added this quarter. During the past year, correspondence from Jacob K. Javits, Daniel P. Moynihan, Grayson Kirk, Henry Ford II, Alfred A. Knopf, and Reinhold Niebuhr have been added to the Special Files.

The Assistant prepared an inventory of the Suite's audio-visual equipment, testing the working condition of each piece. Most of the equipment has been in the Suite since its establishment in 1971, and much

of it needs repairing or replacing. Consultation with the Audio-visual Department about the faulty equipment is a priority for the coming year.

During the past year, the Assistant has processed several small manuscript collections for the Rare Book and Manuscript Library. She prepared bibliographic records to be filed in the Rare Book and Manuscript Library catalog for the rare books in the Herbert Lehman collection and for the Overbrook Press pamphlets. The register for the Frank Altschul Papers was completed. Presidential letters wre removed to protective storage from the Paul Baerwald, Frank Altschul, and Overbrook Press collections. Exhibitions in the Conference Room and in Lehman Library with corresponding features in The Record, an article on the Suite in The Columbia Librarian (Winter 1987), along with the 18 classes which have met in the Conference Room during the past year have increased awareness of the Suite throughout the University.

Plans for the next quarter and beyond include the completion of the redecoration of the Study; the purchase of a personal computer for the Suite to improve access to the collections; a new exhibition in the Conference Room; repair or replacement of faulty or outdated audio-visual equipment; bibliographic access in the Rare Book and Manuscript Library to the important correspondence in the Edith Lehman, Charles Poletti, and Paul Baerwald Papers; and continued assignments of small projects from the Rare Book and Manuscript Library.--Lynda Wornom Wright, Curator.

Rare Book and Manuscript Library
Quarterly Report, January-March 1987

Introduction. Much of the activity during the third quarter centered on the processing of year end gifts. The final gifts of 1986 were appraised by the end of January, enabling us to plan and schedule the ensuing processing and cataloging activities detailed elsewhere in this report. Acquisitions of new gifts continued during the quarter but at a much less hectic pace; during the three-month period we accessioned 26 individual gifts, comprising 196 rare editions and 3,887 manuscripts, having a combined appraised or estimated value of $91,105.

A number of major gifts received during the quarter strengthened previously established collections: a series of six account ledgers of House of Books and 175 first editions by American and British authors, donated by Mrs. Carol Z. Rothkopf; a group of ten impressive watercolor drawings by Joseph Urban for "Showboat," "Rio Rita," "Golden Dawn," and "Hawthorne, U.S.A.," presented by the artist's daughter Miss Gretl Urban; and a number of important art works received by bequest from Mrs. Louise T. Woods, including three seventeenth century Mogul paintings and an oil painting by Yves Brayer, "Village Espagnol," which was presented to George D. Woods by the World Bank at the time of his retirement in 1968. Of the new collections of papers established, mention must be made of the papers of Henry J. Browne, historian and social activist, dealing primarily with his researches on John Hughes, first Roman Catholic archbishop of New York, presented by Browne's widow, Ms. Flavia Alaya; another important collection, papers of the contemporary playwright and theatrical producer Robert Wilson, was established by the gifts of manuscript and printed material received from Dr. Dallas Pratt and the 1974 pencil portrait of Wilson donated by the artist David Finkbeiner.

A number of cash contributions were also been received during the quarter: Mrs. Ellen Baron Blaustein contributed $500 to the Arthur and Henrietta Baron Fund; Mr. George M. Jaffin donated $1,000, the sixth annual contribution in fulfillment of his $10,000 pledge; Mr. Harold Larson left by bequest, in addition to his papers on Alexander Hamilton, $300 for the maintenance of the papers; Dr. Corliss Lamont donated $10,000 for the support of the Rare Book Reading Room; and Mrs. Louise T. Woods left by bequest $91,317 for the support of the George D. Woods Manuscript Room.

The most important Friends' activity of the quarter was the reception on March 5 opening the exhibition "Designs for Living: The Decorative Arts of Rockwell Kent," attended by nearly two hundred Friends and their guests. At the Friends Council meeting, held immediately preceding the reception, a number of proposals were discussed and voted on, the most important of which related to the scheduling of future meetings, receptions, and the Bancroft Dinners on the first Wednesdays of

December, March, and April, rather than on the first Thursdays of those months. Planning continued during the quarter on the annual Bancroft Awards Dinner (held on April 2), as well as on the May issue of Columbia Library Columns and the issues to be published in 1987/1988. Finally, the annual Friends' dues appeal letters were prepared for mailing.

Shortly after the installation of the Kent exhibition, planning began on the forthcoming winter exhibition of rare books and graphic works from the Alan H. Kempner Library, which will open with a Friends' reception on Wednesday, December 2. Because of the rarity and importance of the materials to be displayed, the research work relating to the preparation of exhibition labels has been assigned to two of the reference librarians, Hugh Wilburn and Jane Rodgers, who began their assignments at the end of the quarter; these tasks are scheduled to be completed and reviewed during the next three months.

The members of the Grolier Club were invited to a reception on March 19 in the Library to view the Rockwell Kent exhibition. The exhibition gallery of the Club is currently closed due to extensive rebuilding and renovation of the facilities, and the reception at the Library was not only a substitute event, but one that also gave the members who had not seen the new quarters the opportunity to view and tour them. Approximately 125 members attended and received copies of the eight-page brochure which was published by the Library on the occasion of the exhibition.

The quarter's other events included: the start of the redecoration of the study in the Lehman Suite; loans of puppets from the Brander Matthews Collection for an exhibition at the Children's Museum in New York, and of Tass posters for an exhibition at the Baruch College Gallery; the signing of a contract with Harvester Press of Brighton, England, for a microfilm edition of the Lillian Wald Papers; and the review of the HVAC system by the contractor and the subsequent balancing of the system which has resulted in over-all improvement in temperature control and circulation of air. Finally, it is a pleasure to record the appointment of Ms. Lynda Wornum Wright as Curator of the Lehman Suite and Reference Librarian/Bibliographer in the Rare Book and Manuscript Library; she will assume her duties as a member of the professional staff on May 11.--Kenneth A. Lohf, Librarian for Rare Books and Manuscripts.

Rare Book Department. In addition to major exhibitions such as Kent and Kempner that were worked on by members of this department, smaller exhibitions were created on demand for members of the University community to assist with instructional activities. During this quarter, we had a flurry of demands for this service, and the department produced and installed exhibits on paleography for Prof. Zetzel (Classics), on cuneiform tablets for Prof. Van De Mieroop (Middle East Lanugages and Cultures), on illuminated manuscripts for Prof. Rosenthal (Art History), on early printing and drama for Ms. J.S. Peters (English and Comparative Literature), and on book designs influenced by William Morris for a

student in the School of Library Service. In addition, a small exhibit of books from the collection of Grolier member and Columbia donor Jack Harris Samuels was installed for the reception of the Grolier Club, and assistance was lent to the exhibiton, in the lobby of Butler, of serials with unusual titles.

Processing of the gifts of Dan Burne Jones, Carol Rothkopf, Walter Bowman, and the estate of Frank Caldiero, including searching and the preparation of bibliographic records, kept pace with donations during the quarter. However, further work will be required on the Walter Bowman collection after it has been appraised, and the addition of variant copies from the Rothkopf gift will be done at the beginning of the next quarter. A number of projects were completed during the quarter including the updating of our catalog with new shelf locations for our reference collection and the cataloging and matting of art in the Kempner and Schimmel collections.

Work continued on the Columbia Library Columns Index Database with the writing of programs for the search module. Although it was originally anticipated that the output would require extensive editing, programs have been written that will minimize the editorial work required. However, the enhanced level of output now obtained warrants the rewriting of some code in order to further enhance the screen displays, thereby eliminating virtually all editorial work on the printed index. It is hoped that sufficient time will be available during the coming quarter to make these changes; work may then begin on the next phase of the project, the creation of screens which may then be used for inputting.

With the return of our CA II from a disability leave and the completion of the reference project, we have been able to direct the activities of our GAs to several incomplete projects, including covering AIGA book jackets with mylar, tagging and plating the Historical Collection of Children's Literature, and shifting in the vault. Other projects in the department which will continue into the next quarter are the creation of new stack and mapcase directories to accompany the "Finding Aids to Uncataloged Collections" produced during this quarter, and work on the Bicentennial of the Consitution, The Montgomery Collection of Accounting Books, and Kempner exhibitions.--Rudolph Ellenbogen, Assistant Librarian for Rare Books.

Manuscript Department. As projected in the last quarterly report, we reached our goal of unpacking, sorting and arranging the 1986 addition to the Random House Papers, approximately 123,500 items in 247 archival containers. Since that date two student assistants have been refining the arrangment, preparing uniform headings for the folders, and typing the register of holdings. On March 10 we received 30 transfiles of additions to the Curtis Brown, Ltd. Literary Agents archive, and several days before our full-time support staff member went on jury duty, she was able to sort out authors files from A through G. To accommodate both

these extensive additions, we have had to double shelve the existing collections, to increase the number of boxes in each section of shelving from 33 to 39. March also saw the arrival of 122 cartons of editorial files of the International Encyclopedia of the Social Sciences and the Encyclopedia of Philosophy. In order to cope with yet another massive shipment, we applied to the Personnel Office for one of the new high school student assistants, and by the end of March an energetic, highly motivated 6-hour assistant had sorted out the cartons and had begun processing these two significant reference source files, many of whose contributors are Columbia faculty.

With the departure in January of John Aubry, Reference Librarian/Bibliographer and Curator, Lehman Suite, a number of activities of the department were disrupted or curtailed. No new collections have been tagged, coded and entered into RLIN AMC; processing the papers of the economist, Carlos Diaz-Alejandro has come to a virtual standstill; manuscript reshelving has been delayed particularly in March when the heavy influx of spring vacation scholars were here conducting their research. Fortunately we look forward to the arrival of Lynda Wornum Wright, Lehman Suite Assistant, who will assume the position of Reference Librarian and Curator on May 11. She already has had experience cataloging and processing manuscripts and as soon as she learns AMC, we hope to begin work on our inputting backlog. One bright note is that the New York State Documentary History Project has agreed to input into RLIN all of our pre-1984 accessions, nearly 1,200 collections. Julie Miller, a project field archivist, spent several weeks in February photocopying our existing collection descriptions which were sent to Cornell for inputting this summer.

During the last quarter of this year we plan to complete the processing of the Random House, Curtis Brown, and the two Encyclopedia collections, and we hope to clear up a number of other collections which are either in progress or on which work will be started, including the papers of the journalist Helen Worden Erskine, the novelist Laura Hobson, and a major addition to the files of George D. Woods and the Borchardt Literary Agency. Bernard R. Crystal--Assistant Librarian for Manuscripts.

Bakhmeteff Archive. Recent acquisitions include the Papers of Russian emigre author Mark Popovsky and a bound volume of manuscripts, letters, and documents from the St. Petersburg Ministry of Police covering the period 1812 to 1813. Additions were made to the Lodygine and Valkenier Papers. Processing was completed of the Popovsky Papers along with a sizeable addition to the Zernov Family Papers. A number of RLIN records wre updated to reflect changes and additions to collections. Prof. Bela Kiraly, donor of the Imre Kovacs Papers, inspected the recently completed collection and decided to transfer many from the "open" to "closed" sections. These changes have been completed in accordance with his wishes. Processing is currently underway on the Berezov and Pauker additions which should be completed during the next quarter.

In order to improve bibliographic control over publications based upon Archive collections, a new procedure has been established whereby the publications are listed at the end of each description sheet. The books are kept in the Archive office and are available for consultation. Another issue which will be addressed during the next quarter is the problem of identifying printed materials in collections. Currently, individual items are not listed in the finding aids, yet we receive many reader inquiries regarding holdings of specific titles.

The G.K. Hall guide to the Bakhmeteff Archive's collections will be published in June of this year and has already attracted a great deal of attention; many readers have expressed an interest in buying copies. The curator proofread the index and made appropriate corrections, most of which will be incorporated into the final version.

An official delegation of archivists from the Soviet Union came to visit the Archive on Feb. 20. Mrs. Battin, Mr. Lohf and Prof. Raeff spoke to them about various programs of the Columbia Libraries and the curator showed them examples of manuscript processing and demonstrated the RLIN AMC system. For their visit the curator also prepared a special exhibit of 19th and 20th century literary treasures selected from the collections.--Ellen Scaruffi, Curator.

Columbiana. During the third quarter the librarian has continued to aid the Charter celebration. We made our photograph and engraving files available to the Music Fair Corporation of Philadelphia for use in a film to be shown at the Metropolitan Opera House Bicentennial gala on April 12. Altogether approximately 500 photographs and engravings were used in preparing this film, and the librarian spent several weeks selecting materials, advising and consulting with the film company's staff. The librarian also prepared captions for the exhibit that is to be mounted in Low Library Rotunda for this celebration in April. Most of the material on display will be from the Columbiana Collection.

The librarian has supervised and helped to prepare the binding of several hundred volumes of course catalogs, dating from 1983/84 to the present. In the past this task was done in the Serials Cataloging Department, but Columbiana is now processing its own sets in an attempt to bring this useful record up-to-date.

Since the librarian is retiring at the end of this academic year, it is his intention to spend much of his time during the fourth quarter completing as many unfinished projects as possible, and he will compile a list of uncompleted projects for his successor.--Paul R. Palmer, Curator.

Herbert H. Lehman Suite. The third quarter has been a busy one in the Lehman Suite because of the redecoration of the Governor's study. The contents of all the exhibit cases and cupboards were emptied and packed

away while the workmen repainted, repapered, and installed newly recovered panels in the display cases. The study will be completely refurbished after we receive the new furniture and drapes which are on order.

We have continued to search the Lehman Papers for significant correspondence to be cataloged and added to the Special Files, and during this quarter letters from Jacob J. Javits, Charles Poletti, Daniel P. Moynihan, and Joseph McCarthy have turned up. While servicing the Paul Baerwald Papers for a reader, several Franklin D. Roosevelt letters were found, and were moved to a locked cabinet where all the Suite's Presidential letters are stored for safekeeping. In addition, the register for the Frank Altschul Papers was completed, and an exhibition on the "New York World's Fair, 1964-1965", consisting of memorabilia and photographs from the Poletti Papers, was installed in the seminar room.

As was mentioned above, John Aubry resigned as Curator in January to take a position as Archivist of The College Board. Lynda W. Wright, the current Suite Assistant has been appointed Curator effective May 11. During the last quarter we plan to hire and train a new Suite Assistant, continue searching the Lehman Papers, and begin for the first time to search both the Baerwald and James G. MacDonald collections for correspondence to be cataloged for the Special Files.--Bernard R. Crystal, Assistant Librarian for Manuscripts.

Rare Book and Manuscript Library
Quarterly Report, October-December 1986

Introduction. The major activity of the Library during the final months of 1986 centered on the complex activities surrounding year end gifts of archives, manuscripts, printed materials, and artworks. These activities included processing, preliminary listing of individual items in each gift, arrangements for appraising gifts, drafting and sending letters of acknowledgement, and preparation of gift cards and acquisitions records. During the past three months 59 separate donations were received and processed as noted above; these gifts comprised 1,083 printed items and 71,074 manuscript items, having a total appraised or estimated value of $180,250. These figures are significantly higher than in recent previous years, a phenomenon due largely to the impending impact of the new tax legislation which will become law in 1987 and will have the effect of reducing the value of gifts in kind to the individual donor. The six-month gift totals for 1986-1987 are 2,468 volumes and 191,035 manuscript items, valued at $290,503. Staff members at all levels were involved in the year end gift process so that deadlines were met and obligations to donors fulfilled.

The numerous notable gifts received and processed during the quarter included collections of papers of Pierre Bedard, Joseph Kraft, Norbert Guterman, Frederic Coudert, Jr., and William Samuel Johnson; and significant additions were made to the papers of Edward Costikyan, Walter Gellhorn, the Council on Religion in International Affairs, the League of Women Voters of New York State, and Richard Chase, among numerous others. Among rare printed works received were a collection of one hundred books by and about Jean Cocteau donated by Francis Steegmuller, and a rare twelve volume set of the Babylonian Talmud, Amsterdam, 1644-1649, presented by Professor Yosef Yerushalmi. Unusual graphic works accessioned included a collection of 165 signed or inscribed photographs of famous film stars and literary figures donated by Paul R. Palmer, and a set of 9 rare original photographs of Rupert Brooke by Sherril Schell presented by Dr. Dallas Pratt.

There were also significant cash gifts received during December. Two new book funds were established: the Herman and Aveve Cohen Fund for the purchase of press books was established with an initial gift of $10,000 and the pledge of forthcoming annual gifts; and the Henrietta and Arthur Baron Fund established by their son Martin J. Baron with a gift of $1,000 and a matching gift from The New Yorker, and a pledge for future annual gifts from him and other members of the Baron family. Income from each of these funds will be reinvested until the principal of $25,000 is reached, and no income will be

spent until that time. Mrs. Margaret L. Kempner donated $10,000 to the Alan H. Kempner Fund for the support of the Kempner Exhibition Room; and Mrs. Carol Rothkopf donated $1,000, to be matched by AT&T, to the Marguerite and Louis Henry Cohn Fund. Finally, Mrs. Iola Haverstick donated $1,000 to the Furnishings Fund to be used to fund the new exhibition cases; Viscountess Eccles donated $1,000 to the Rare Book and Manuscript Library Endowed Fund; and Mr. and Mrs. Hal Higginbotham donated $1,000 in memory of David Thompson to purchase a fifteenth century edition of Aristotle.

For some time we have been considering the redecoration of the study room in the Lehman Suite which has not been refurbished since the opening of the Suite in 1971. We approached the Edith and Herbert Lehman Foundation in November concerning this matter and received encouragement from them to pursue the project. Through Stuart Fisher's office we contacted a decorating firm, headed by Larry Sims who has done other similar interior design projects for the University, and we received a bid from the firm which included new wall covering, repainting of the cabinets and woodwork, new drapes and outer curtains, and replacement of the major furniture in the room, excluding the leather-topped desk and the leather chairs; the total amount of the bid was $26,500. The request was submitted to the Foundation which responded favorably on December 17 by sending a grant to cover the entire project. In addition, the Foundation provided $6,000 to fund a computer workstation in the Suite, which will give the capability of preparing a database of the personal names and topical subjects in the Lehman and Altschul Papers; according to present planning, the workstation will be ordered after the redecoration is completed.

The death on December 15 of Gordon N.Ray, chairman of the Friends of the Libraries since 1973, was a loss to the organization both because of his individual generous support through gifts and continuing dedication to his responsibilities, and because of his encouragement of others' support in strengthening the research resources of the Libraries. The position of chair of the Friends will be assumed by Elizabeth M. Cain who has served as vice-chair since 1985, and officers for the next two years will be elected at the March 1987 meeting of the Council. The opening of the Michel Butor exhibition on December 4 was attended by Mr. Butor and his wife, who flew in from Paris, Professor and Mrs. Leon Roudiez whose collection formed the basis for the exhbition, and more than 150 Friends and guests. Planning continues on the exhibition, "Designs for Living: The Decorative Arts of Rockwell Kent," which will open on March 5; for the exhibition we are publishing an eight-page brochure with 9 illustrations which we will distribute to attendees at the opening, visitors, Friends of the Libraries, and collectors and donors. Preliminary planning has begun on the Bancroft Awards Dinner to be held on April 2, the annual dues appeal, and the May issue of Columbia Columns.

Considerable progress has been made on solving the remaining problems

relating to construction, and it is particularly gratifying to note that work has finally begun on the balancing of the HVAC system; when this work is satisfactorily completed there will only be several problems relating to the security system which will require attention. Finally, the contingent of three catalogers and two clerical assistants have been hired for the Seligman cataloging project funded by a Title II-C grant, and they are scheduled to begin work on January 5; since several of the personnel have been on the staff and are well-trained, we look forward to successful progress on the project.--Kenneth A. Lohf, Librarian for Rare Books and Manuscripts.

Rare Book and Manuscript Department Bibliographic projects were worked on by all members of the department during the quarter. These projects, stemming from the many year end gifts mentioned above as well as those from Jacques Barzun, Mr. & Mrs. Dean Braslow, Dan Burne Jones, Kenneth A. Lohf, Paul R. Palmer, and Susan Thompson, required searching, preparation of bibliographic records, comparison of duplicates, and addition to the collection of second copies. Susan Thompson's gift was comprised of 120 pieces of printing ephemera which has been listed and will require addition to the collection during the coming quarter. A project begun was that of comparing and adding those books from the Bennett Cerf collection identified as second copies; this project will carry over into the next quarter when the records and materials will be processed. Work continued on the preparation of bibliographic records for materials in the American Institute of Graphic Arts Collection. A small project to catalog the oil paintings in the Donors Room was also done during the quarter.

During the preparation by Miwa Kai of a bibliography of Japanese books and manuscripts in the David Eugene Smith Collection, those items needing preservation cases were identified. Over 100 items which were assigned first priority for treatment were measured for cases and orders were placed with Ocker and Trapp. The first of these cases has already been received in the department. Also explored with Ocker and Trapp during the quarter was a substitute for the Gaylord portfolio binders. Ocker and Trapp has sent to us a prototype, and we will place an order for the binders shortly after the beginning of the new year. Work has gone forward on the preparation of a processing manual, and the text should be input during the next quarter.

The online index to the Columbia Library Columns has also recieved some attention during the past three months. A sample database file was created and trial output on a small scale was produced. Further development has not taken place because it was felt that the database should not be increased until the software was received and the screen painting functions available in DBase III plus are learned and can be utilized.--Rudolph Ellenbogen, Assistant Librarian for Rare Books.

Manuscript Department. The revision of our manuscript processing routines instituted last quarter helped us to streamline the processing of manuscript collections, and of the more than 20 shipments received during the first quarter all were unpacked and sorted by the end of the second quarter with the exception of the 75 record storage cartons of the Random House addition. Appproximately one-half of these cartons had been unpacked by the end of December. As mentioned above, the rate of receipt of new collections and substantial additions to existing collections has continued unabated during this quarter; 24 shipments were received, a number of which arrived during the last two weeks in December; nevertheless, 14 of these shipments have already been processed. During the third quarter, we plan to complete the unpacking and sorting of the Random House cartons by mid-February, at which time a folder heading list will be typed. The final step in processing will be the selection of letters and manuscripts by major authors to be cataloged. Our next priority will be to unpack fifty cartons of additions to the Bella Abzug Papers which arrived in April and December of 1986.

Over the last few years we have tried to shift large manuscript collections out of the alphabetical series on stack 14 to make room for new collections. Although we have been able to provide adequate growth space for collections beginning with the letters A through J, we now must concentrate on opening space in the remainder of the alphabet. To accomplish this goal several large collections were selected to be removed from the alphabetical sequence. During the fall, the Spanish Refugee Collection was shifted. If we can hire a full complement of general assistants during the spring semester, and if we will be able to spare a little time from our processing projects, we plan to shift the Paul R. Reynolds Papers out of sequence to give us some additional growth space in the letters R through V.--Bernard R. Crystal, Assistant Librarian for Manuscripts.

Bakhmeteff Archive. Several new collections, as well as additions to older collections, were acquired by the Archive during the last quarter. New collections include the World War I diary of Hungarian officer Robert Janosi-Engel, and the papers of Alexander W. Greiner, concerning the years 1918-1920 when he worked as secretary for the American YMCA mission to the Soviet Union. Of special interest is historian V. G. Druzhinin's compilation of alphabets from "stolbtsy" (17th century Russian parchment rolls). Important Albert Einstein materials have been added to the Manfred Kridl Papers; they consist of a short signed essay written by Einsten in honor of the 410th anniversary of the death of Copernicus, and a letter to Kridl. Correspondence from the Polish recipient of the Nobel Prize for Literature, Czeslaw Milosz has been added to the Elizabeth Valkenier Papers. The New York Public Library has sent an additional eight cartons of Hungarian play manuscripts for the collection of literary agent Edmond Pauker.

Except for Pauker, all of the above mentioned collections, as well as the voluminous papers of Hungarian author and politician Imre Kovacs, are now available for use and have already attracted a great deal of attention. During the last quarter the Archive continued to serve a very cosmopolitan group of readers, drawing visitors from the United States, Western Europe and New Zealand, as well as Hungary, Yugoslavia, and the Soviet Union. To insure that the Archive remains as well know on campus as it is throughout the world, the curator delivered a brief talk to Professor Robert Belknap's seminar on Russian literature. The first year graduate students were pleased to learn about the Archive's rich holdings in their field, and an important step was made towards preparing them to do archival research.--Ellen Scaruffi, Curator.

Columbiana Library. During the past quarter the Office of the Dean of the College and the Bicentennial Event Committee, as well as the editors of Columbia and Columbia College Today, have intensified their use of the information and resources of Columbiana in preparation for the coming 1787 Charter Bicentennial celebrations, exhibitions, and programs. They have consulted with the librarian frequently in preparations for events to be held both on and off the campus for this event. The architects working with the office of the Director of Design and Planning of the University have also been consulting with the librarian for evidence and plans of the earlier years of the Morningside Campus.

The librarian has spent considerable time in collecting and preparing University bulletins to complete the Columbiana set, used regularly by administrators, staff, faculty, alumni, students, and visiting scholars, which had been previously supplied to us by the Serials Cataloging Department through 1978/79. Unfortunately some of these bulletins are no longer available, but efforts are being made to collect and process as many of these volumes as we can. For the future, the Publications and Printing Office has placed us on their mailing lists to receive the bulletins directly in Columbiana, instead of sending them to Serials Cataloging for handling as was done formerly.--Paul R. Palmer, Curator.

Herbert H. Lehman Suite and Papers. The second quarter has brought some major developments in the Lehman Suite with the receipt of a grant from the Lehman Foundation. Much of the suite assistant's time in the comming weeks will be spent relocating all the mateirlas in the study in preparation for its redecoration.

Work on the materials in the suite proceeds with further searching in the Senate Legislative files for correspondence to catalog. Among those correspondents discovered are Grayson Kirk, Henry Ford II, and Alfred Knopf. Temporary slips for all the rare books in Lehman's library have now been typed for filing in the book catalog of the Rare Book and Manuscript Library. The

finding aid for the Altschul Papers is now completed. Some valuable and important presidential letters were removed from the Altschul files to protective storage. Arthur G. Altschul presented the Suite with a biographical sketch of Frank Altschul for addition to the Altschul Papers.--John C. Aubry, Curator.

Rare Book and Manuscript Library
Quarterly Report, July-September 1986

Introduction. Although the summer quarter is often envisioned as a period during which to complete outstanding projects, unexpected problems invariably turn up to frustrate such plans, and this past summer was no exception. Areas of particular concern which arose and which needed immediate attention and resolution included: a manuscript processing backlog in excess of a half-million pieces and the necessity to revise processing and cataloging routines; the search for printing alternatives for Columbia Library Columns; the raising of funds for furniture and exhibit cases required to complete the architect's original design plan; the establishment of a new endowed book fund, the Rare Book and Manuscript Library Fund; the negotiations for the purchase of collections of manuscripts of William Dean Howells, Edna St. Vincent Millay, Ian Hamilton Finlay, and Tennessee Williams; the negotiations for the publication by G. K. Hall of the Bakhmeteff catalog based on collection descriptions in the AMC database; and the preparation of space to accommodate the staff that will be hired for the Seligman cataloging project funded by a Title II-C grant.

Detailed planning, including the revision of the processing routines, was required during the past three months to begin organizing the unusually large number of gifts which were received during the first half of the calendar year. Among the new manuscript collections accessioned during the quarter were: the Alice Hanson Jones Papers, 39,000 items in the history of economics; the Shirley Quimby Papers, 6,500 items in physics; and the Carl M. White Papers, 1,000 items in library science. Bibliographical work on significant additions to the following existing collections was also completed: the Ruth Nanda Anshen Papers, 1,920 items; the Community Service Society Papers, 50,000 items; the Women's National Book Association Papers, 11,000 items; and the Albert Hart Papers, 4,800 items. Also received during the quarter were substantial additions to the rare book holdings: the first installment of the Ruth Nanda Anshen library, 1,274 volumes in the field of moral philosophy; the Abraham Lincoln Collection formed by the late I. Cyrus Gordon, 1,022 volumes, 2,033 pamphlets, and 55 pieces of realia; and three important printed works presented by Vice Admiral Robert Salzer, including a fine copy of the Nuremberg Chronicle, 1493. In all, there were 31 separate donations, comprising 1,385 volumes and 119,961 manuscript items, and having a total appraised or estimated value of $110,253.

Following the receipt in late August of the financial statements for 1985/1986, the annual financial report of the Friends of the Libraries was prepared for distribution to the Friends Council at its fall meeting to be held on December 4. The report for 1985/1986 shows a significant increase of 14.25% in general purpose contributions; the total amount for the twelve month period ended on June 30, 198, is $35,051. The rise in the value of contributions is due largely to the increased dues schedule which went into effect in April, and to several large contributions which were postponed by donors from 1984/1985 to 1985/1986. Special purpose gifts, designated for individual book and manuscript purchases and for the completion of the

furnishings for the Library, totalled $66,538 for the same period. With the addition of the year's gifts in kind, appraised and estimated at $514,481, the total of all gifts and contributions since the establishment of the association now stands at $6,328,755.

While there were no public meetings of the Friends during the summer months, concentrated work continued on planning the activities and publications for the coming year. These include: the fall exhibition opening on December 4, "Michel Butor: Text and Graphics," based on the collection formed and loaned by Professor Leon Roudiez; the winter exhibition opening on March 5, 1987, "Designs for Living: The Decorative Arts of Rockwell Kent," drawn largely from the gifts made by Corliss Lamont over the past two decades; and the Bancroft Awards Dinner to be held on April 2, 1987. In addition, the editors of Columbia Library Columns prepared copy for the November issue and planned the February and May issues; authors for those and other forthcoming issues were contacted and future schedules were made. As a result of our investigations of alternate, more reasonably priced methods of producing Columns, we decided to consign the work to the Office of University Publications and Printing; costs are projected to be 30% less than that charged by Harbor Press, the firm that had printed Columns in the past; the presswork will be done more quickly and efficiently by computer typesetting; and the issues will be printed by photo-offset; because the offices are on campus there will also be time saved because of greater ease of communication. The initial routines set up during the summer for the November issue have been encouraging, but we intend to review our decision in June at the end of our publishing year, and to monitor the costs closely before continuing with the office of University Publications on a longterm basis.

Progress has been made in two of the uncompleted construction projects. The rear delivery door frame has finally been repaired, permitting the door to latch securely and automatically. Of major importance is the work being done on the HVAC system. An outside consultant was engaged by the Facilities Office to analyze the system and to delineate the problems. The consultant presented a report to Facilities in late September outlining corrective measures to be taken to make the system function correctly, including: reversing the action of three value systems; completing installation of various components of the system; ungrading and refining the controls; and preparing the system to permit the humidification system to be used. The contractor has been contacted and will come in shortly to rectify the problems. Among maintenance projects that remain unfinished are the refinement of the security system, and the repair of the Locknetic bypass switches; contractors have promised to fulfill their obligations and return to make the necessary repairs and adjustments.

We have also received a recommendation from the Facilities Office concerning the care of the oak floors. Within the first two years of use, the deadline for which we are now approaching, the floors must be washed and a coat of paste wax applied to prevent the polyurethane finish from deteriorating; the libraries' facilities coordinator has arranged for this work to be done in mid-October. To complete the exhibit design plans made during construction, we ordered in September a series of free-standing exhibit cases for use in various locations in the Library. Measuring 30 x 30 inches at the top, the cases are being constructed of natural oak to

match the flooring; delivery is expected in October.--Kenneth A. Lohf, Librarian for Rare Books and Manuscripts.

Rare Book Department. Work advanced during the quarter on a number of projects, most notably the reference book reorganization. We have now completed the phase requiring the renumbering and remarking of the books and the preparation of records for uncataloged works, and have begun to change the call number on the catalog cards to indicate the new locations in the reference room.

The department has taken a number of actions in anticipation of the beginning of the Seligman cataloging project: we have rearranged the furniture in Room 654 to accommodate three catalogers and the two bibliographic assistants; we have vacuumed a large portion of the books which are scheduled to be cataloged in the first phase of the project; we have shifted all of the bound volumes which are to be cataloged to the balcony of Room 654 so that the materials will be at hand for the project staff; and we have surveyed the materials to try to plan a preservation strategy which would allow us to utilize the resources allocated for this type of work in the project to the greatest advantage.

Bibliographic work in the department included: completion of preliminary cataloging work and the preparation of an appraisal list for the 1986 gift of Coleman O. Parsons; and the beginning of a new project to prepare bibliographic records for the American Institute of Graphic Arts collection. The collection, which numbers approximaely 3,500 volumes, contains the prize winning volumes exhibited at the book shows which the society has been sponsoring since 1923. Currently, access to the collection requires the cumbersome procedure of searching the annual catalogs. In addition, the printed volumes of the recently acquired Edna St. Vincent Millay Collection were searched, preliminary cataloging records were prepared, and duplicate copies added. Finally, we have embarked on a project to file into our catalog the preliminary cataloging slips for 5,500 volumes for the following uncataloged collections: House of Books, Henne, and Overbrook Press.

Processing has again been a problem because of the continued absence of the Clerical Assistant II who has now taken a two month medical leave of absence. During July and August, the General Assistant was able to devote time to accomplishing much of the simpler processing. After the start of the fall semester, a processing backlog has again begun to develop. It is hoped that during the current quarter, we will be able to keep up with the simpler processing. Jane Rodgers has begun to bring together a processing manual, which will be useful not only for General Assistants who are doing routine processing, but will also be useful to those who are doing processing in the Seligman project.

Work on the Index to the Columbia Library Columns has been held in abeyance because of the failure of the vendor to deliver the software.--Rudolph Ellenbogen, Assistant Librarian for Rare Books.

Manuscripts Department. July, as usual, was a busy month in the Manuscript

Reading Room. New and returning "summer scholars" with their year of teaching or graduate course work completed, came for extended stays to begin or continue research and publication projects. There were several days in July when the professional and support staff devoted their full time to reader services including intensive reference assistance, delivery of manuscripts, and preparing photocopies. With this emphasis on reader services and with the normal shortage of staff during the summer because of scheduled vacations, we were only able to reduce fifty percent of the backlog of 15 unprocessed collections left undone last quarter. Seven of those collections were indeed completed, including large additions to the papers of the Community Service Society, the Women's National Book Association and Albert G. Hart, as well as two new collections, Alice H. Jones and Joseph P. Kraft. Our plans to finish two other sizeable new collections, Carlos Diaz-Alejandro and Helen Cranmer, had to be set aside, because we received the files of "Kulchur," an avant-garde magazine and book publisher and the papers of Henry J. Brown, the biographer of ~~Cardinal~~ John Hughes, the first Archbishop of the Catholic Archdiocese of New York. These collections were given priority because of appraisal deadlines and were not yet completed at the end of the quarter.

Since July 1, we have received more than twenty shipments of additions to exisiting collections and new collections, for example, 75 record storage containers for the Random House Papers. Faced with this ever increasing load, we have instituted several new procedures which we hope will allow us to unpack and process these collections more speedily. As soon as a collection arrives, a supervisor will examine it within two weeks of receipt to determine in very general terms, what was received, how well organized it is, and how fully it needs to be arranged based on the collection's research value. Supervisors in consultation with the Librarian for Rare Book and Manuscripts will then assign the collection a priority and decide which staff member will be responsible for processing. If a collection deserves more detailed treatment than we are able to give to it initially, we will keep notes of future actions we would like to take, time permitting. To maintain better information on the state of processing, the supervisors will have weekly briefings to review the accomplishments of the past week, evaluating weaknesses in the processing routines, and projecting the following week's performance objectives.--Bernard R. Crystal, Assistant Librarian for Manuscripts.

Bakhmeteff Archive. One of the most significant features of the last quarter was the activity surrounding a number of forthcoming publictions which will describe the Archive's holdings in whole or in part, namely: a comprehensive guide to the Archive's collections to be published by G.K. Hall using information which has been input into the AMC system; Scholarly Resources for the Study of the Russian Empire and the Soviet Union in the New York Metropolitan Area which is being produced by the subcommittee on Bibliography, Information Retrieval and Documentation of the American Association for the Advancement of Slavic Studies; and a complementary publication, Guide to Archival and Manuscript Collections on the Ukraine and Ukrainians in the Greater New York Area, to be published by the Canadian Institute of Ukrainian Studies.

A large number of scholars used the Archive during the summer months,

for example, a team of three researchers, Allen Douglas, Edith Vitali and Roger Ham, who are collaborating on a book about the Russian Civil War. As part of their research they arranged to have certain items microfilmed. These microfilms of fragile items are an important conservation measure which will make it possible for readers to examine copies of materials without using the originals. The highly successful seminar in Russian archives offered through the Harriman Institute was repeated again this summer, with one session once again being held here at the Library and conducted by the curator; as a result of this session several students returned to do archival research in connection with their dissertation topics.

Collection processing was slowed somewhat during the quarter due to the absence of GAs, but the Imre Kovacs Papers were virtually completed and will soon be ready for scholarly use. Mrs. Geoffrey Courtney donated an interesting addition to the Meck Papers, Galina von Meck's English translation of composer P.I. Tchaikovsky's letters to his family.--Ellen Scaruffi, Curator.

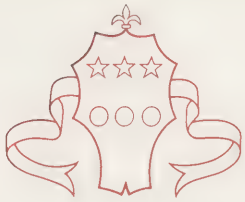
Columbiana Library. During the summer months Columbiana has been host to an unusually large number of scholars and researchers from other parts of the country and from many foreign countries, such as The Peoples Republic of China, Great Britain, Japan, Nepal, Australia, Israel, Morocco, and various Latin American countries, to name a few. As usual, we also had a great many visitors from France during the quarter. Some of these visitors had come to do research, and others came in groups and requested lectures on the history and traditions of Columbia University.

We continued to help various departments which are preparing for their anniversaries, particularly Columbia College which is organizing special programs to be held in the spring semester 1987 to celebrate the College's bicentennial.

The curator withdrew over 800 volumes from the collection during the quarter, some 350 cataloged titles and the rest duplicate volumes. He plans to continue to refine the collection during the coming months, especially removing titles that have little or nothing to do with the University, and defining those categories and sets of printed materials which might be moved to the Libraries' new storage facility that is in the planning stage. The curator is also continuing to review the verticle files, withdrawing some multiple copies and redefining subject headings to improve access to these heavily used files. Under the curator's supervision, a student assistant is also shifting books in the main reading room and is also working on our storage space on the 4th floor gallery of Low putting sets in order and identifying duplicates for discard following our move from the basement room a year ago.--Paul R. Palmer, Curator.

Lehman Suite. During the summer quarter the suite assistant continued to search the Lehman Collection for materials to place in the Special Files. The Senate Legislative Files have yielded correspondence from Walter F. George, Reinhold Niebuhr, and Alfred A. Knopf, among others. In addition, the speeches of Herbert Lehman have been refoldered, six framed photographs have been identified and cataloged, and other materials identified and

returned to appropriate series. Temporary slips were typed for the Overbrook Press books, and the Altschul and Overbrook Press legal size files have been refoldered. Summer research projects included: Al Smith in the 1930s, American Zionism and the Palestine Arab Question, 1922-1950, a documentary film on the Ukraine during World War II, and a research guide to archival collection on the Ukraine. Our final effort to have the suite's film projector repaired failed when we learned that the part needed is no longer available. As a result, any researchers wishing to view films will have to arrange a day in advance to have a projector supplied by the audio-visual aids office at the cost of $35 per day; we will investigate the possibility of acquiring a new projector in the near future. The water damage to the wall of the file room has reappeared ruining last year's repair and paint job. The problem is being monotored by Facilities to determine the source of the leak. Plans under consideration for the coming months include refurbishing the upholstry and drapes of Governor Lehman's study and entering the registers for all the suite's manuscript collections on a personal computer. -- John C. Aubry, Curator.

THE GROLIER CLUB  47 East 60th Street, New York 10022

THE GROLIER CLUB IS CORDIALLY INVITED BY

KENNETH A. LOHF, LIBRARIAN,

TO A COCKTAIL RECEPTION

IN THE RARE BOOK AND MANUSCRIPT LIBRARY

IN BUTLER LIBRARY, COLUMBIA UNIVERSITY,

ON THURSDAY, MARCH 19TH, FROM 5:30 TO 7:30.

"DESIGNS FOR LIVING: THE DECORATIVE ARTS OF ROCKWELL KENT"

WILL BE ON VIEW IN THE KEMPNER EXHIBITION ROOM.

MEMBERS MAY BRING A GUEST.

Please reply on the enclosed card.

Directions for Butler Library, Columbia University
Enter the campus on Broadway at 116th Street.
Butler Library is on the right and is clearly marked.
Inside, turn left and use the east side elevator
to the sixth floor Rare Book and Manuscript Library.
Parking on College Walk.

The past year has also seen several staff changes. The undersigned, the Lehman Suite Assistant since September 1985, became the Curator on May 11, 1987. Jennifer Roberts, the Assistant during the summer, completed an important project with the James G. McDonald Papers, establishing a photograph series, and identifying and cataloging the letters of significant individuals for inclusion in both the Suite's card catalog and the manuscript catalog in the Rare Book and Manuscript Library. Robert Epstein, who comes from the Guggenheim Foundation, began his duties as the new Assistant on September 3, 1987.

Plans for the coming year include the purchase and installation of a personal computer for the Suite to improve access to the collections there and to link with the Rare Book and Manuscript Library and the Columbia Libraries CLIO database; a new exhibition in the Conference Room; repair or replacement of faulty or outdated audio-visual equipment; and bibliographic access in the Rare Book and Manuscript Library to the important correspondence in the Edith Lehman, Charles Poletti, and Paul Baerwald papers.

Lynda Wornom Wright
Curator

Columbia University in the City of New York | New York, N.Y. 10027

HERBERT H. LEHMAN PAPERS

406 International Affairs Building

HERBERT H. LEHMAN SUITE

ANNUAL REPORT 1986-1987

During the past fiscal year, research activity in the Lehman Suite has been moderately heavy and very diverse. Researchers used the Herbert Lehman, Frank Altschul, James McDonald, Hugh Jackson, Robert Jackson, Marshall McDuffie and UNRRA collections to study topics such as Al Smith; American Zionism; New Deal and American foreign policy; New York transit workers; and international refugee policy.

Renovation of the Study began in February. New wallpaper, draperies, a couch, two chairs, two end tables, and a coffee table have transformed the room. The Curator installed a selection of Herbert Lehman's memorabilia in the display cases. The cases containing Lehman's honorary medals and medallians were moved from the Study into the File Room, to conform to the Study's new decor.

The Assistant and the student workers, Rebecca Jaffe during the academic year and Deborah Field during the summer, continued refoldering and searching the Herbert Lehman papers for correspondence to be added to its Special Files. Letters from J. Edgar Hoover, Dashiel Hammett, Cole Porter, Jacob K. Javits, Daniel P. Moynihan, Grayson Kirk, Henry Ford II, Alfred A. Knopf, and Reinhold Niebuhr were among those added this year.

The Assistant compiled an inventory of the Suite's audio-visual equipment, testing the working condition of each piece. Most of the equipment has been in the Suite since its establishment in 1971, and much of it needs repairing or replacing. Consultation with the Audio-Visual Department about the faulty equipment is a priority for the coming year. The Assistant also prepared bibliographic records to be filed in the Rare Book and Manuscript Library catalog for the rare books in the Herbert Lehman collection and for the Overbrook Press pamphlets. The register for the Frank Altschul papers was completed; and presidential letters were removed to protective storage from the Paul Baerwald , Frank Altschul, and Overbrook Press collections.

Exhibitions in Lehman Library featured Herbert H. Lehman and Lillian Wald, and the New York World's Fair, 1964-1965. These exhibitions, with corresponding articles in The Record, an article on the Suite's collections in The Columbia Librarian (Winter, 1987), along with the 18 classes which have met in the Conference Room during the past year have increased awareness of the Suite throughout the Universtiy.

The past year has also seen several staff changes. The undersigned, the Lehman Suite Assistant since September 1985, became the Curator on May 11, 1987. Jennifer Roberts, the Assistant during the summer, completed an important project with the James G. McDonald Papers, establishing a photograph series, and identifying and cataloging the letters of significant individuals for inclusion in both the Suite's card catalog and the manuscript catalog in the Rare Book and Manuscript Library. Robert Epstein, who comes from the Guggenheim Foundation, began his duties as the new Assistant on September 3, 1987.

Plans for the coming year include the purchase and installation of a personal computer for the Suite to improve access to the collections there and to link with the Rare Book and Manuscript Library and the Columbia Libraries CLIO database; a new exhibition in the Conference Room; repair or replacement of faulty or outdated audio-visual equipment; and bibliographic access in the Rare Book and Manuscript Library to the important correspondence in the Edith Lehman, Charles Poletti, and Paul Baerwald papers.

Lynda Wornom Wright
Curator

Columbia University in the City of New York | New York, N.Y. 10027

HERBERT H. LEHMAN PAPERS 406 International Affairs Building

HERBERT H. LEHMAN SUITE

ANNUAL REPORT 1986-1987

During the past fiscal year, research activity in the Lehman Suite has been moderately heavy and very diverse. Researchers used the Herbert Lehman, Frank Altschul, James McDonald, Hugh Jackson, Robert Jackson, Marshall McDuffie and UNRRA collections to study topics such as Al Smith; American Zionism; New Deal and American foreign policy; New York transit workers; and international refugee policy.

Renovation of the Study began in February. New wallpaper, draperies, a couch, two chairs, two end tables, and a coffee table have transformed the room. The Curator installed a selection of Herbert Lehman's memorabilia in the display cases. The cases containing Lehman's honorary medals and medallians were moved from the Study into the File Room, to conform to the Study's new decor.

The Assistant and the student workers, Rebecca Jaffe during the academic year and Deborah Field during the summer, continued refoldering and searching the Herbert Lehman papers for correspondence to be added to its Special Files. Letters from J. Edgar Hoover, Dashiel Hammett, Cole Porter, Jacob K. Javits, Daniel P. Moynihan, Grayson Kirk, Henry Ford II, Alfred A. Knopf, and Reinhold Niebuhr were among those added this year.

The Assistant compiled an inventory of the Suite's audio-visual equipment, testing the working condition of each piece. Most of the equipment has been in the Suite since its establishment in 1971, and much of it needs repairing or replacing. Consultation with the Audio-Visual Department about the faulty equipment is a priority for the coming year. The Assistant also prepared bibliographic records to be filed in the Rare Book and Manuscript Library catalog for the rare books in the Herbert Lehman collection and for the Overbrook Press pamphlets. The register for the Frank Altschul papers was completed; and presidential letters were removed to protective storage from the Paul Baerwald , Frank Altschul, and Overbrook Press collections.

Exhibitions in Lehman Library featured Herbert H. Lehman and Lillian Wald, and the New York World's Fair, 1964-1965. These exhibitions, with corresponding articles in The Record, an article on the Suite's collections in The Columbia Librarian (Winter, 1987), along with the 18 classes which have met in the Conference Room during the past year have increased awareness of the Suite throughout the Universtiy.